



Notice City Commission Regular Meeting

7:00 pm

Monday, August 3, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 07-30-2015

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk

(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Commission meeting!

Agenda

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the City Commission meetings of July 13, 2015, and July 20, 2015. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of designating the official delegate and alternate official delegate to cast the official votes on behalf of the City at the Michigan Municipal League Annual Business Meeting. (Approval recommended) (Marty Colburn)

- c. Consideration of declaring office furniture at the Wastewater Treatment Plant surplus so it may be sold. (Approval recommended) (Marty Colburn, Dave Green)
- d. Consideration of authorizing an amendment to the agreement with American Waste for them to be the single residential waste hauler in the City and an amendment to the agreement for American Waste to provide waste-hauling services at certain City-owned facilities, which would extend the agreements for five years and freeze the rates currently charged. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing an agreement for the 2015 Preventative Maintenance Crack Sealing Project. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing a confirming service order for emergency watermain repair at the Union Street Dam. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing an amendment to the encroachment agreement with the Old Town Playhouse to allow them to add a new emergency exit from the stage on Cass Street, which would require a nearly one-foot by 37 feet encroachment. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of approving the proposed branding logo for Hickory Hills, as recommended by the Hickory Hills Advisory Committee. (Approval recommended) (Marty Colburn, Dave Green)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Update regarding the 2015 West Front Street Reconstruction Project and consideration of authorizing a confirming change order to the construction contract to provide for different light pole foundation bases and for the purchase of pre-cast foundations for the bases. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

4. New Business

- a. Consideration of adopting a resolution approving the ballot language for a proposal to be submitted to the City electorate at the November 3, 2015, election for permission from the voters to place a conservation easement on 3.61 acres of parkland adjacent to Silver Drive, which would require, in perpetuity, that the parkland to remain natural and undeveloped. (Marty Colburn, Lauren Tribble-Laucht, Timothy Lodge)
- b. Discussion regarding City Commission goals and objectives. (Marty Colburn)
- c. Consideration of entering into closed session to discuss an attorney-client privileged communication dated July 27, 2015, in connection with Case No. 2015-030938AA regarding *Watershed Center et al v Traverse City Board of Zoning Appeals*. (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required to enter into closed session)

5. Appointments

- a. Consideration of appointing an ad hoc interview committee to make recommendation regarding one appointment to the Board of Zoning Appeals. (Marty Colburn, Katie Stroven)

6. Reports, Announcements and Correspondence

Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Planning Commission meetings of April 7, 2015, and June 16, 2015.
 - 3. Minutes of the Human Rights Commission meeting of June 8, 2015.
- e. Reports and correspondence from non-City officials.

None.

7. Public Comment

- a. Reserved.

None.
- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: MINUTES

Attached are the minutes from the following meetings of the City Commission:

- July 13, 2015 Study Session
- July 20, 2015 Regular Meeting

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

that the minutes of the July 13, 2015, Study Session and the July 20, 2015, Regular Meeting, be approved.

MC/slm

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Minutes of the
City Commission for the City of Traverse City
Study Session
July 13, 2015

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioner was absent: Mayor Pro Tem Barbara D. Budros.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding a request from The Woda Group for a payment-in-lieu of taxes arrangement and a municipal services agreement for a planned development at 77 Pine Street.

The following addressed the Commission:

Marty Colburn, City Manager
Craig Patterson, The Woda Group Senior Vice President, 722 Lakeside,
Mackinaw City

2.

Update regarding the US-31/M-37 Division Street Planning and Environmental Linkage Process.

The following addressed the Commission:

Patty O' Donnell, Michigan Department of Transportation
North Region Planner
Todd Davis, CDM Smith
Rick Liptak, MDOT Traverse City Service Center Manager

3.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk


4.

Public comment

The following addressed the Commission:

Christine Maxbauer, 503 West Eighth Street
Rick Buckhalter, 932 Kelley Street
Ellen Corcoran, 150 Pine Street
Commissioner Timothy Werner

There being no objection, Mayor Michael Estes declared the meeting
adjourned at 8:25 pm.


Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

**Minutes of the
City Commission for the City of Traverse City**



Regular Meeting

July 20, 2015

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Gary Howe, Tim Werner.

The following Commissioners were absent: Jeanine Easterday and Ross Richardson.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

2. Consent Calendar

Moved by Carruthers, seconded by Werner, that the following actions as recommended on the Consent Calendar portion of the Agenda be approved:

- a. the minutes of the July 6, 2015, Regular Meeting, be approved.
- b. the City Manager be authorized to issue a purchase order to Truck and Trailer Specialties of Boyne Falls in the amount of \$9,996.00 for the purchase of forty (40) underbody plow scraper edges with funds available in the Garage Fund for this required purchase.
- c. the Mayor and City Clerk execute a Reimbursement Agreement with Conservation Resource Alliance in the amount of \$20,000 for it to provide professional support services to the Boardman River Dams Implementation Team in connection with the Boardman River Dams Project, with funds

available in the General Fund.

- d. the Mayor and City Clerk execute an amendment to the consultant agreement with Otwell Mawby, P.C. (originally authorized April 6, 2015), in the amount of \$7,000 to provide for additional required material testing and testing documentation associated with the West Front Street Reconstruction Project, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.
- e. the Mayor and City Clerk execute an amendment to the consultant agreement with Leading Edge Surveying, LLC (original agreement authorized January 5, 2015), for the completion of an inventory of the City's storm sewer structure and a benchmark survey, in connection with the Stormwater and Wastewater Grant (SAW Grant), which extends the timeframe for completion to August 15, 2015, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- f. the Mayor and City Clerk execute an amendment to the agreement with the Traverse City Film Festival to allow it to operate the running lights on the marquee at the *Bijou by the Bay* from 8 a.m. until midnight daily July 28 through August 2, 2015, during the Traverse City Film Festival, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously. (Easterday and Richardson absent)

Items removed from the Consent Calendar

None.

3. Old Business

3(a).

Consideration of authorizing a purchase and sale agreement for a portion of City land in connection with the Washington Place Development.

The following addressed the Commission:

Marty Colburn, City Manager
Tim Lodge, City Engineer
Benjamin Marentette, City Clerk
Lauren Tribble-Laucht, City Attorney

Moved by Werner, seconded by Howe, that the Mayor and City Clerk execute a purchase and sale agreement with S.N.A.F.U. for the sale of the 20' x 135' strip of land as generally outlined in *Exhibit 1, Washington Place Site Plan Overlay* in the amount of \$92,000 in connection with the Washington Place Development, with the proceeds to be placed within the General Fund; and further that the Mayor and City Clerk execute a five-year License Agreement with S.N.A.F.U. for ten (10) public metered parking spaces to be located in the 20' strip of land as well as two public metered parking spaces to be located in S.N.A.F.U.'s parking deck within Washington Place and to allow the developer access to its property over Lot N, with the revenues from the meters to be retained by the City and placed within the Parking System Fund, with the purchase and sale agreement contingent upon the applicant/developer's relinquishment of any right to construct a curb cut related to the variance in connection with this development granted by the Board of Zoning Appeals in a manner acceptable to the City Attorney, with both agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – expressed support
Rose Hutchinson, 222 Washington Street - made general comments

CARRIED unanimously. (Easterday and Richardson absent)

4. New Business

4(a).

Consideration of authorizing a purchase order for a Rescue Engine for use by the Fire Department, which is a scheduled purchase.

The following addressed the Commission:

Marty Colburn, City Manager
Jim Tuller, Fire Chief

Moved by Howe, seconded by Budros, that the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Pierce Manufacturing in the amount of \$618,493 for the purchase of a 2015 Pierce Velocity PUC Rescue Engine for use by the Fire Department, with funds available in the Garage Fund for this scheduled purchase.

CARRIED unanimously. (Easterday and Richardson absent)

4(b)

Consideration of adopting a resolution of support for a \$200,000 Coastal Zone Management grant application for Phase III of the Boardman Lake Trail West, which commits the City to providing \$200,000 in secured funds from the Grand Traverse County Brownfield Redevelopment Authority.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Werner, that the City Commission of the City of Traverse City supports the Grand Traverse County Board of Commissioners making a joint application with LIAA for a grant to the Michigan Coastal Zone Management for Boardman Lake Trail West Phase III in the amount of \$200,000 and the water trail component of \$20,000, for a total grant application of \$220,000, with the local match of \$200,000 for the Boardman Lake Trail to be requested from the Boardman Lake Brownfield Plan; and that the related resolution be adopted.

Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development

CARRIED unanimously. (Easterday and Richardson absent)

5. Appointments**5(a).**

Consideration of appointing an ad hoc interview committee to make recommendation regarding one appointment to the Parks and Recreation Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Budros, seconded by Werner, that Danielle Rearick and John Gessner, (seats currently held by Danielle Rearick and John Gessner) each be reappointed to one three-year term expiring September 1, 2018, on the Parks and Recreation Commission.

CARRIED unanimously. (Easterday and Richardson absent)

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
- e. Reports and correspondence from non-City officials.
 1. Fractile Emergency Response Report from North Flight for June

2015.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.


The following addressed the Commission:

James Wegener, 837 Rose Street
Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Gary Howe
Mayor Pro Tem Barbara Budros
Mayor Michael Estes
Marty Colburn, City Manager

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:51 pm.


Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *MC*

SUBJECT: MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING –
OFFICIAL DELEGATE AND ALTERNATE

Annually, the City Commission selects the Michigan Municipal League Annual Meeting Official Delegate and Alternate Official Delegate. The Official Delegate votes at the annual meeting on behalf of the city.

Items up for vote are: 1) Election of trustees; 2) The Core Legislative Principles Document; and 3) Other Business.

I recommend the following motion:

that City Manager Marty Colburn be designated as Official Delegate and Assistant City Manager Penny Hill be designated as Alternate Official Delegate for the City of Traverse City for the 2015 Annual Meeting of the Michigan Municipal League.

MC/bcm

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: DECLARE SURPLUS WASTEWATER TREATMENT
MAINTENANCE OFFICE FURNITURE

Attached is a memo from Director of Public Services Dave Green requesting that certain maintenance office furniture at the Wastewater Treatment Plant be declared surplus so it can be sold.

I recommend the following motion:

that the Wastewater Treatment Plant Maintenance Office Furniture as outlined in the July 15, 2015, memo from the Director of Public Services, be declared surplus and authorized for disposal.

MC/kes

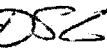
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copy: Dave Green, Director of Public Services
Elizabeth Hart, Project Manager, CH2M

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: July 15, 2015
SUBJECT: Wastewater Treatment Plant Surplus Furniture

Please request City Commission approval to declare the six office desks surplus and available for sale by the Garage Department via the internet auction site.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: WASTE HAULING

In 2011, the City Commission, following a bidding process, based on involvement with various stakeholders and jurisdictions, signed a five-year contract with American Waste for it to be the designated residential solid waste hauler. The contract expires March 31, 2016.

When the contract was authorized, uniform prices were established, with the option for American Waste to increase prices by 3% at the beginning of each contract year, along with a fuel surcharge if fuel prices are above \$3.50 per gallon. The following illustrates the initial prices and the current prices:

Service	2011 Price	2015 Price
96-gallon weekly cart service, with weekly recycling service and monthly bulk item pickup	\$11.00/month	\$12.45/month
30-gallon budget bag (bags purchased by customer @ \$2/each) pickup with weekly recycling service and monthly bulk item pickup	\$6.00/month	\$6.83/month
30-gallon budget bag pickup only (bags purchased by customer @ \$2/each))	\$2/bag	\$2.23/bag
30-gallon yard waste compostable bags (furnished by customer) from April through November, bi-weekly	\$2.00/sticker	\$2.23/sticker

American Waste has offered a 5-year extension to their contract, with all prices to be frozen for a 5-year period, through March 31, 2021. The Department of Public Services, City Clerk's Office, City Treasurer's Office and City Manager's Office have received no negative feedback regarding this contract during the preceding four years.

Because this contract expires this coming March, at the June 8 Study Session, the City Commission discussed if it would like staff to bring back a contract that reflects the proposal from American Waste for future City Commission authorization or if some other direction is desired. The City Commission indicated a desire to bring back an action for the City Commission to renew the current agreement for five years, with the prices to be frozen at the 2015 levels.

Additionally, the City's agreement with American Waste for it to provide waste hauling services at the following City-owned locations expires November 30, 2015:

- Fire Station #1
- Fire Station #2
- Water/Sewer Maintenance
- Water Treatment Plant
- Clinch Park Marina

American Waste has also indicated its willingness to extend the current agreement by five years, with the prices to be frozen at the current rate (\$4,950 per year).

I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute an amendment to the contract with American Waste (originally authorized February 22, 2011), for it to be the designated waste hauler for residential waste, which would extend the agreement by five years to March 31, 2021, with the rates to remain at the 2015 levels, with the amendment subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that

the Mayor and City Clerk execute an amendment to the contract with American Waste (originally authorized November 6, 2006), for waste hauling services at various City-owned locations at the rates under the current contract, which would extend the agreement to November 30, 2021, with such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds in the related budgets.

MC/bcm

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copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: July 24, 2015

SUBJECT: Waste Hauling Contract Extension

Attached are two letters from Mark Bevelhymer, General Manager with American Waste outlining that he and his company are offering the City and City residents the opportunity to enter into 5 year contract extensions for solid waste services. Both of these amendments freeze the rates for the next five years at this year's current rate. This issue was also discussed at an earlier City Commission Study Session with favorable response. We have heard nothing but positive comments from the residents we have come in contact with and all of my satellite office managers that utilize American Wastes services are satisfied with their effort. This, if approved will maintain solid waste pickup rates for not only the City but City residents as well until the 2020/2021 fiscal year.

Please request City Commission approval of two, five-year contract extensions with American Waste. One for the services required at City owned facilities by City departments and one as the City's Designated Residential Waste Hauler, both subject as to content by the City Manager and as to form by the City Attorney.



May 26, 2015

Mr. Dave Green – Director
Department Of Public Services
The City Of Traverse City
625 Woodmere Avenue
Traverse City, MI 49686

Dear Mr. Green,

On behalf of American Waste we would like to offer a 5 year contract extension to our existing Contract Agreement for the services of a Waste Hauling Contractor to collect various City Departments, originally dated November 6, 2006, for two additional years (December 1, 2013 through November 30, 2015).

We are proposing the same rates that we are currently using for our current contract year December 1, 2014 through November 30, 2015 for this 5 year contract extension.

We truly appreciate our relationship with The City of Traverse City and if you have any questions in regards to this proposed contract extension please feel free to contact me.

Regards,

A handwritten signature in black ink, appearing to read "Mark Bevelhymen", is written over the typed name and title.

Mark Bevelhymen
General Manager



June 9, 2015

Mr. Dave Green – Director
Department Of Public Services
The City Of Traverse City
625 Woodmere Avenue
Traverse City, MI 49686

Dear Mr. Green,

On behalf of American Waste we would like to offer a 5 year contract extension to our existing Designated Waste & Recycling Hauler Contract which commenced on April 1, 2011 and will continue through March 31, 2016.

We are proposing the same rates that we are currently using for our contract year April 1, 2015 through March 31, 2016. In essence, our current existing rates for our current contract year would be frozen for this 5 year extension from April 1, 2016 through March 31, 2021 with no price increases.

1. 96-gallon weekly cart service with weekly recycling services and monthly bulk item pickup will be: \$12.45 per month.
2. 30-gallon budget bag pickup (bags purchased by customer) with weekly recycling service and monthly bulk item pickup will be: \$6.83 per month.
3. 30-gallon budget bag pickup only (bags purchased by customer) will be: \$2.23 per bag.
4. 30-gallon yard waste stickers (compostable bags furnished by customer) from April through November – bi-weekly will be: \$2.23 per sticker.
5. In addition we will provide at the residents request, a 96 – gallon recycle tote at no additional charge or security deposit for the resident.

We truly appreciate our relationship with The City of Traverse City and if you have any questions in regards to this proposed contract extension please feel free to contact me.

Regards,



Mark Bevelhimer
General Manager



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: 2015 PREVENTATIVE MAINTENANCE CRACK SEALING
PROJECT

Attached are memos from Director of Public Services Dave Green and Streets Superintendent Mark Jones recommending an agreement for the 2015 Preventative Maintenance Crack Sealing Project. 11 miles of streets will be addressed through this project; and the actual work is based on PASER ratings in accordance with our preventative street maintenance efforts.

As explained in the attachments, we received one bid, within our budgeted amount; the sole bidder has performed this work for the City for the previous two years.

I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute an agreement with Scodeller Construction in the amount of \$51,126 for the 2015 Preventative Maintenance Crack Sealing Project, with funds available in the Capital Improvement Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

K:\tcclerk\city commission\agreements\preventative maintenance and crack sealing 2015

copy: Dave Green, Director of Public Services
Mark Jones, Streets Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director

Dave Green / Mark D. Jones

DATE: July 27, 2015

SUBJECT: 2015 Preventative Maintenance Crack Sealing Project

Attached is a memorandum from Mark Jones, Street Superintendent, requesting approval to execute a contractor's agreement for the annual crack sealing preventative maintenance program on our City streets that have a fair to good Paser rating in an effort to extend their remaining service life (RSL). We received one bid for the work as follows:

Scodeller Construction

Wixom


\$51,126.00

In the spring of this year we asked for and received \$60,000.00 in the CIP Budget for Preventative Maintenance work during the 2015/2016 fiscal year. We have the project divided up into segments based on Paser ratings and will monitor and control the project work locations to keep it at a not to exceed price of \$60,000.00 for the work in order to stay within the budgeted amount. This year we anticipate being able to address almost 11 miles of roads.

Therefore, it is recommended that this work be awarded to Scodeller Construction and that the proper City officials be authorized to execute a Contractor's Agreement with the above mentioned only bidder in the amount not to exceed \$60,000.00 with funds available in the Capital Improvement Fund.

Memorandum

To: Dave Green, DPS Director

From: Mark Jones, Street Superintendent 

Date: 07-27-15

Subject: 2015 Preventative Crack Sealing Projects

We only received one bid for the 2015 Preventative Maintenance Crack Sealing Projects.

Scodeller Construction Inc. \$51,126.00

Scodeller Construction Inc. was the only bidder at \$51,126.00. Scodeller Construction Inc. has done our crack sealing for the past two years and we have been pleased with their workmanship. Therefore I would recommend that Scodeller Construction Inc. be awarded the bid for the 2015 Preventative Crack Sealing Projects. Will you kindly request City Commission approval to execute a Contractor's Agreement with Scodeller Construction Inc. In the amount of \$51,126.00 for approximately 11 miles of crack sealing. Funds are available in capitol improvements.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mar*

SUBJECT: CONFIRMING SERVICE ORDER – EMERGENCY WATERMAIN
REPAIR – UNION STREET DAM

Attached is a memo from City Engineer Timothy Lodge recommending a confirming service order for the emergency watermain repair work on the Union Street Dam during this past winter and spring.

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to issue a confirming service order to Elmer's Crane and Dozer in the amount of \$ 36,856.97 for emergency watermain repair work to the Union Street Dam, with funds available in the Water Fund.

MC/kes


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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer 
DATE: July 24, 2015
SUBJECT: Emergency Watermain Repair
Union Street Dam

This past winter and spring we experienced a frozen watermain over the Union Street Dam. The repair work required the services from Elmer's to repair the broken watermain and restore the area. We have received their invoices in the amount of \$36,856.97, reviewed their summary of charges and are recommending that a confirming service order be authorized in the aforementioned amount to Elmer's with funds therefore available in the Water Fund.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: OLD TOWN PLAYHOUSE ENCROACHMENT

Attached is a memo from City Engineer Timothy Lodge and a memo from Fire Marshal Mike Sheets regarding a request from the Old Town Playhouse for an additional encroachment at its facility – with the additional 1.15' x 37.19' encroachment on Cass Street to relocate their existing exit from Eighth Street to Cass Street.

As explained by the City Engineer, the impetus for this request is because of the deterioration of the existing exit staircase, new auditorium seating; and importantly, to make the exit more visible to patrons of the Old Town Playhouse.

I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute an amended Permission of Encroachment Agreement (agreement originally authorized September 16, 2013), with Old Town Playhouse, Inc., the owner of 148 East Eighth street for an encroachment into the right-of-way as described in the City Engineer's July 28, 2015, communication, (with the building generally located on the south side of East Eighth Street and West Side of Cass Street), with the agreement subject to approval as to its substance by the City Manager and its form by the City Attorney and receipt by the City Engineer of new legal descriptions of the actual encroachments, including a survey drawing prepared by a professional surveyor, should the improvement vary from the submitted survey drawings.

MC/bcm

K:\tcclerk\city commission\agreements\encroachment old town playhouse exit on casee


copy: Timothy Lodge, City Engineer
Jim Tuller, Fire Chief

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: July 28, 2015

SUBJECT: **Revision-** Old Town Playhouse Encroachment Request for a canopy and stairway encroachment at 148 E 8th Street

In 2013, the City Commission authorized an encroachment to the Old Town Playhouse for façade improvements including a canopy and for their existing stairway which resulted in improved public safety. They have submitted a request to alter this encroachment. The Old Town Playhouse is relocating the existing exterior exit from the auditorium along Cass St. and adding a new emergency exit from the stage, also along Cass St. These changes are the result of the deterioration of the existing stair, new auditorium seating, a desire to make the emergency exit more apparent to patrons, and the need to provide an exit for the back stage area. The request has received support from the Traverse City Fire Department for the increased public safety of this improvement. Therefore, City Engineering recommends approval of the encroachment as requested.

This matter is subject to the direction of the City Commission. Should the City Commission find that the request is in the best interest of the public and decide to approve this request for a "Permission of Encroachment", then an Agreement should be prepared by the City Attorney and should include the following:

1. A legal description of the actual encroachments.
2. A survey drawing prepared by a professional surveyor.
3. The permission of encroachment is granted on the basis of the character of the encroaching structure, provided the owner complies with all building codes and zoning ordinances and in no event shall any encroachment be enlarged or modified to create a greater degree of horizontal encroachment than what was approved.
4. The owner, its successors and assigns, shall hold the City harmless for all damages of any kind whatsoever suffered as a result of the encroachments. Furthermore, the owner, its successors and assigns, shall maintain adequate insurance on the structure for damages caused to third persons by virtue of the encroachments and shall name the City as an additional insured on such policy.

Should the City Commission decide to approve this "Permission of Encroachment" request, we suggest the following motion:

The Mayor and City Clerk be authorized to execute an amended Permission of Encroachment Agreement with Old Town Playhouse, Inc., owner of 148 E. Eighth St, for an encroachment into the City right-of-way as described in the memo from the City Engineer dated July 28, 2015 (known as 148 E. Eighth Street and generally located on the south side of E. Eighth Street and west side of Cass Street) subject to approval as to substance by the City Manager and as to form by the City Attorney, and further contingent upon the City's receipt of new legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and a copy of the required insurance policy should the building improvement vary from the submitted survey drawings.

TL/ml

Attachments: July 2, 2015 Memo, Traverse City Fire
Encroachment Survey and legal description

Memorandum

From the Office of the Fire Marshal

The City of Traverse City
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684

(231) 922-4930 Ext. 3

TO: Martin Colburn, City Manager

CC: Chief Jim Tuller
Tim Lodge, City Engineer

FROM: Captain Mike Sheets, Fire Marshal

DATE: July 02, 2015

SUBJECT: OLD TOWNE PLAYHOUSE RIGHT OF WAY ENCROACHMENT

I have been contacted by Robert Stow, Architect, in regards to the Old Towne Playhouse. It is the intent of the Playhouse to re-configure their means of egress on the Cass St. side of the building, and add an additional exit from the stage. The plans would necessitate the relocation of the existing exit, and add another that encroaches into the Cass Street sidewalk right-of-way.

We would like to add our approval to this project. The current means of egress is quite deteriorated, and is not in an optimal spot. The addition of another means of egress would also make this vintage building safer for the staff and patrons.

We would ask that you keep these comments in mind when this issue goes before the appropriate city boards.

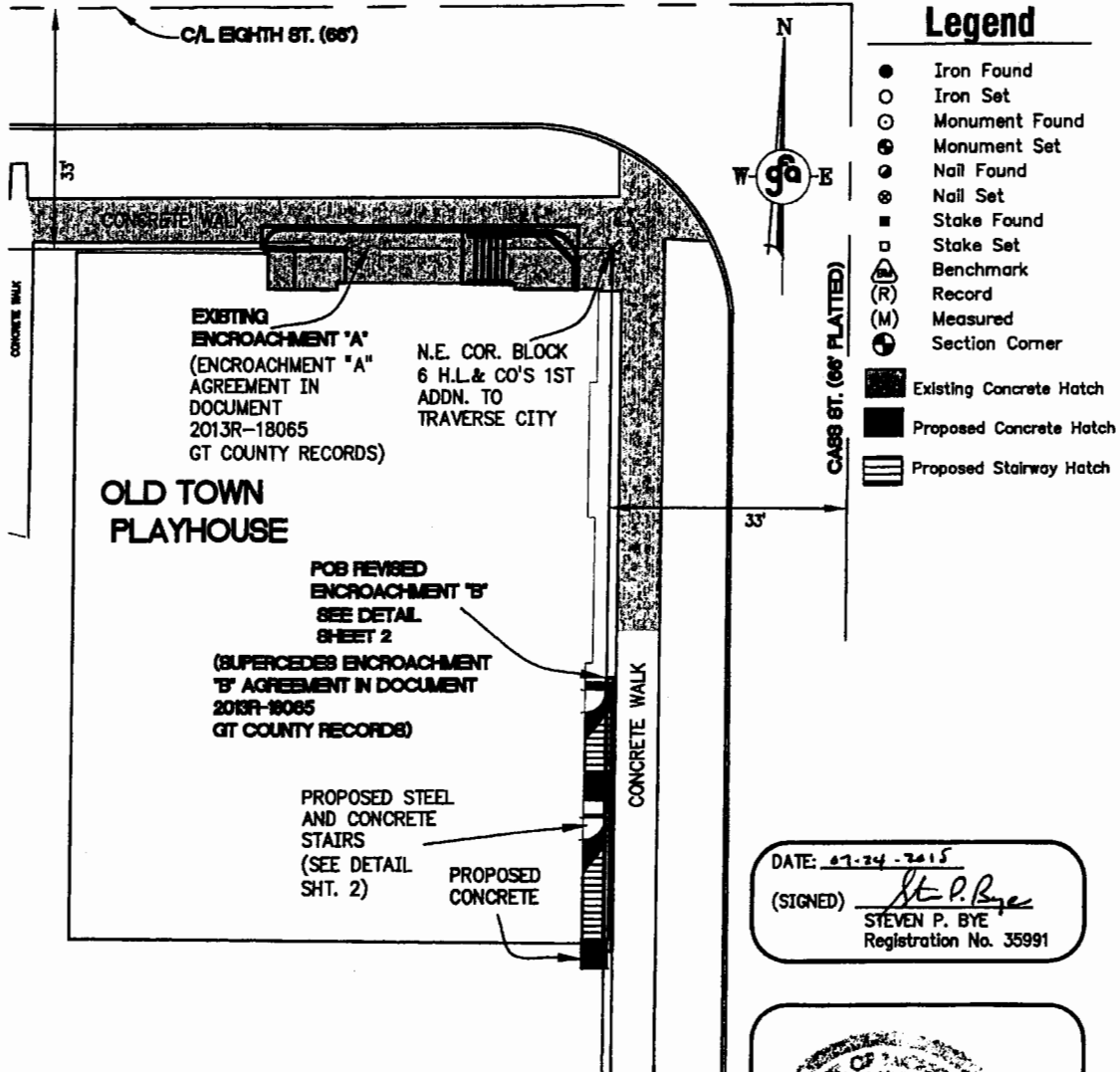
ms

CERTIFICATE OF SURVEY

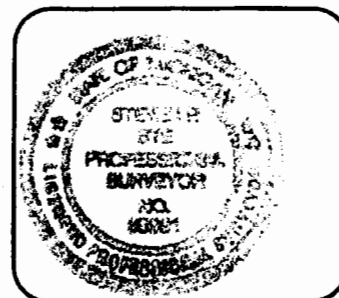
GRAPHIC SCALE: 1 inch = 20 feet



THIS SPACE RESERVED FOR REGISTER OF DEEDS



I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE HEREON DESCRIBED PARCEL(S) OF LAND; THAT THE RATIO OF CLOSURE OF THE UNADJUSTED FIELD OBSERVATIONS IS 1 IN 5000+ AND WITHIN THE ACCEPTED LIMITS AND THAT I HAVE FULLY COMPLIED WITH THE REGULATIONS OF ACT 132, P.A. 1970, AS AMENDED.



PREPARED FOR: **OLD TOWN PLAYHOUSE**

BASIS OF BEARINGS: GFA JOB #950387

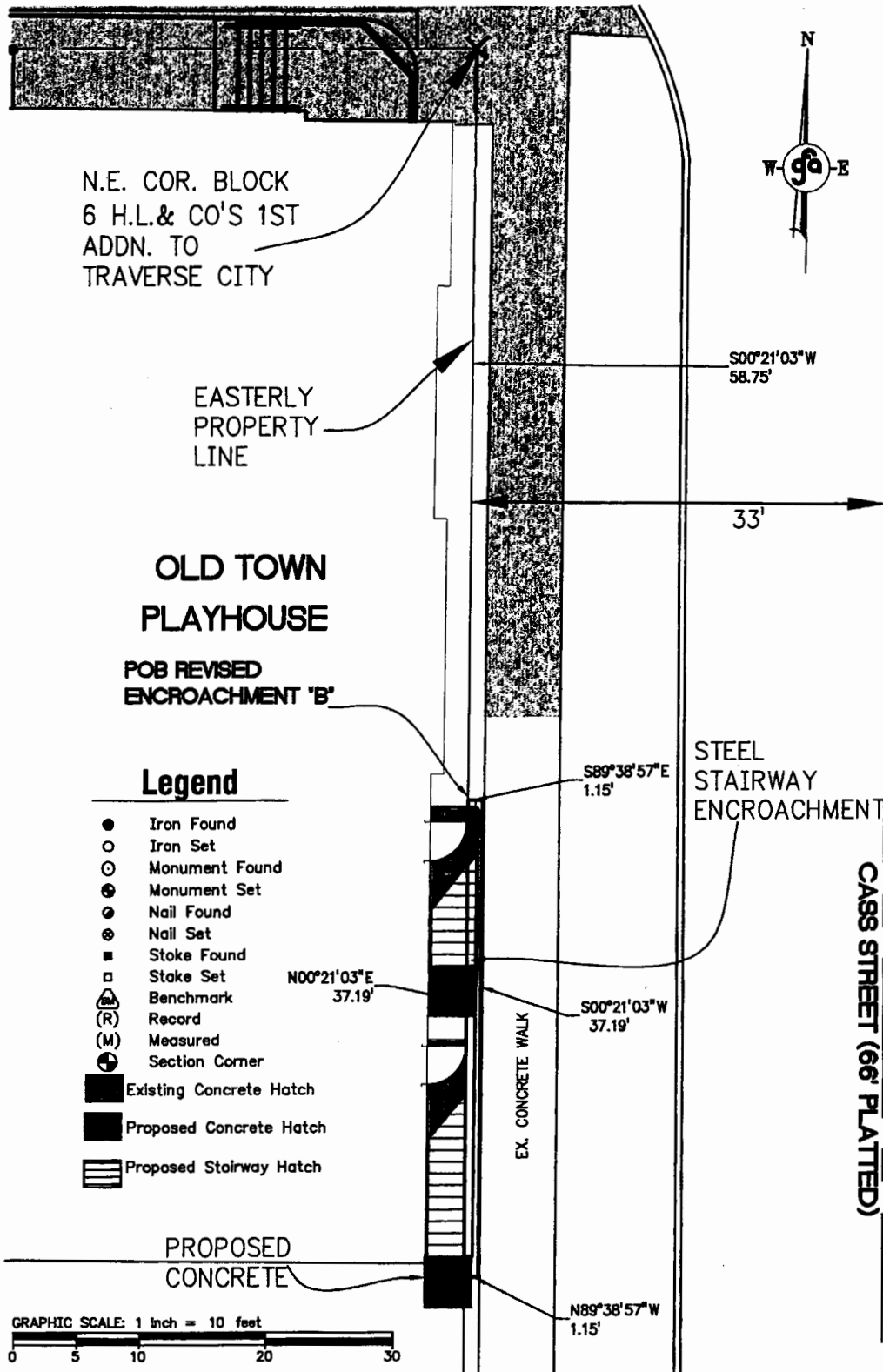
PH 231.946.5874
FAX 231.946.3703
WWW.gfa.tc
123 W. Front Street
Traverse City, MI 49684

gfa Gourdie-Fraser
Municipal | Development | Transportation

Location:
PART OF BLOCK 6 & PART OF PLATTED CASS STREET
H.L. & CO'S FIRST ADDN. TO TRAVERSE CITY
SECTION 10, TOWN 27 NORTH, RANGE 11 WEST
CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.

DATE: 07/23/2015
P.M.: M. RADEMAKER
D.R.: MGB C.D.: MJR
07493-C
SHT 1 OF 3

STAIRWAY ENCROACHMENT DETAIL



PREPARED FOR: **OLD TOWN PLAYHOUSE**

BASIS OF BEARINGS: GFA JOB #950387

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.lt 123 W. Front Street Traverse City, MI 49684	Gourdie-Fraser Municipal Development Transportation	Location: PART OF BLOCK 6 & PART OF PLATTED CASS STREET H.L. & CO'S FIRST ADDN. TO TRAVERSE CITY SECTION 10, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 07/23/2015 P.M.: M. RADENMAKER D.L.: MGG C.D.: M.J.R. 07493-C SHT 2 OF 3
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.
 PROJECT: 07493-C (P.O. BOX 107493 - CASS STREET STAIRWAY ENCROACHMENT) (07-24-15 11:31 AM) MARRIED
 REV: 1 REV. LEGAL ENC. "B" FOR PROP. STAIRS EAST SIDE

LEGAL DESCRIPTION

REVISED ENCROACHMENT "B" DESCRIPTION

Description of the proposed Steel and Concrete Stairway Encroachment into the platted 66 feet wide Cass Street, for the Old Town Playhouse, more fully described as:

Commencing at the Northeast Corner of Block 6, Hannah, Lay and Co's First Addition to Traverse City, City of Traverse City, Grand Traverse County, Michigan; thence South 00°21'03" West, 58.75 feet, along the Westerly line Cass Street, to the POINT OF BEGINNING of said Steel and Concrete Stairway Encroachment; thence South 89°38'57" East, 1.15 feet, along the North edge of the Steel and Concrete Stairway; thence South 00°21'03" West, 37.19 feet, along the Easterly edge of said Steel and Concrete Stairway; thence North 89°38'57" West, 1.15 feet, along the Southerly edge of said Steel and Concrete Stairway, to a point on the Westerly line of Cass Street; thence North 00°21'03" East, 37.19 feet, along said Westerly line, to the POINT OF BEGINNING of proposed said Steel and Concrete Stairway Encroachment line.

Said parcel contains 42.8 square feet, more or less.

Subject to other easements or restrictions, if any.

PREPARED FOR: **OLD TOWN PLAYHOUSE**

BASIS OF BEARINGS: GFA JOB #950387

<p>PH 231.946.5874 FAX 231.946.3703 WWW.gfa.io 123 W. Front Street Traverse City, MI 49684</p>	<p>gfa Gourdier-Fraser Municipal Development Transportation</p>	<p>Location: PART OF BLOCK 6 & PART OF PLATTED 66' WIDE CASS STREET H.L. & CO'S FIRST ADDN. TO TRAVERSE CITY SECTION 10, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.</p>	<p>DATE: 07/23/2015 P.L.: M. RADEMAKER D.R.: MGG C.D.: MJR 07493-C SHT 3 OF 3</p>
<p>THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT. E:\PROJECTS\07493 C:\DWG\SURVEY\07493-C_SURVEY SKETCH_C3D WORKING.DWG (07-24-15 11:31 AM) MOREENWAY REV:1 REV. LEGAL ENC. "B" FOR PROP. STAIRS EAST SIDE</p>			



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: HICKORY HILLS LOGO

Attached is a memo from Parks and Recreation Superintendent Lauren Vaughn regarding the attached, proposed new logo for Hickory Hills which was developed by the Hickory Hills Advisory Group with the assistance of a local design firm.

I recommend the following motion:

that the City Commission approves the branding logo for Hickory Hills and that the City Clerk maintain its registration as a service mark of the City of Traverse City.

MC/bcm

K:\tcclerk\city commission\hickory hills logo

copy: Dave Green, Director of Public Services
Lauren Vaughn, Parks and Recreation Superintendent

Memorandum

The City of Traverse City



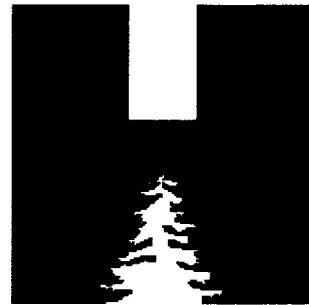
TO: Martin Colburn, City Manager
FROM: Lauren Vaughn, Parks and Recreation Superintendent
DATE: July 27, 2015
SUBJECT: *Proposed New Branding Logo for Hickory Hills*

One of the things that the Hickory Hills Advisory Group has done was to recommend a new logo for Hickory Hills. The non-profit group, Preserve Hickory, enlisted the assistance of a local design firm to create a new, proposed logo. There were a few samples that the Advisory Group considered and then selected one to recommend for adoption. This choice was then sent to the Parks and Recreation Commission for their consideration.

At the Parks and Recreation Commission on June 1, the commission voted to recommend the logo that is attached to this memo to the City Commission for their review and possible adoption.

The proposed logo combines a new look with the feel of a four season recreation area. The logo features a large bold H with an evergreen tree forming the lower central open area of the H. The phrase, "Our Terrain, Your Tracks" encompasses many types of tracks to include walking, downhill and cross country skiing, biking, and disc golf. The logo would create a unique, identifiable brand for Hickory Hills. The color of the logo would be a dark green and white. A reverse logo with a dark green background with a white H is also shown and could be used in some applications.

Please seek City Commission adoption of the new Hickory Hills logo.



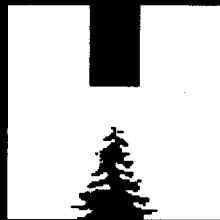
HICKORY HILLS

Our Terrain, Your Tracks



HICKORY HILLS

Our Terrain, Your Tracks



HICKORY HILLS

Our Terrain, Your Tracks



HICKORY HILLS

Our Terrain, Your Tracks



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: UPDATE AND CONFIRMING CHANGE ORDER – 2015 WEST FRONT STREET RECONSTRUCTION PROJECT

Attached is a memo from City Engineer Timothy Lodge detailing the project timeline and its changes from the original report. The memo also requests a confirming change order to the contract for the 2015 West Front Street Reconstruction Project to modify the contract unit prices for light pole bases that were found to be in conflict with existing underground utilities and provide for the purchase of pre-cast light pole foundations which could no longer be used. The confirming change order represents a \$28,501.54 increase and will be covered by associated project funds.

I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute a unit prices change order to the contract with Crawford Contracting, (originally authorized April 6, 2015), for the 2015 West Front Street Reconstruction Project to adjust the unit price for light pole bases and add the purchase of required pre-cast light pole foundations, as outlined in the July 27, 2015, memo from the City Engineer, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with the funds available in the West Front Street Reconstruction Project Fund and West Front Street Bridge Replacement Project Fund.

MC/kes

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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: July 27, 2015

SUBJECT: 2015 West Front Street Reconstruction Project
Contract Extension of Time
Contract Changes for Light Pole Foundations

This memorandum is to communicate the project timeline including the basis for the extension of time granted to the Contractor and recent changes required to construct the light pole foundations around existing communication conduits.

The project timeline was reported to City Manager Ottenwess on February 4 as follows and **actual items** relating to project approval and funding have been added for context:

<u>Date</u>	<u>Activity</u>
January 13	TCLP Project Participation Discussion
January 20	City requests TCLP funding for Street Lighting
January 27	TCLP Project Participation Discussion
February 17	Set SID Public Hearing
February 20	DDA Funding for Traffic Signal
February 24	Construction Plans Compete
February 24- March 19	Finalize Meetings with property owners
March 19	Bid Opening
March 23	SID Public Hearing
April 6	Construction Contract Award
April 14	TCLP Authorization for Funding Lighting
April 20-June 30	Construction

Project plans were completed and bids were advertised on February 25, 2015. Bids were opened on March 19 and the construction contract was awarded by the City Commission on April 6, less the traffic signal equipment. The contractor started providing material certifications and shop drawings immediately. The contractor mobilized and provided the detour signage and portable message board on April 10. Work started on April 20 immediately after the construction contracts were executed by the City. It is noteworthy that this timeline encompasses the period leading up to the City Manager's resignation on March 2.

On June 29 the contractor provided a request for 28.5 days extension of time. We reviewed this request and agreed that 21 days were warranted along with an **additional 6 days** for other items of work completed by the contractor for a total of 27 days. This is summarized below:

<u>Days Extension</u>	<u>Description</u>
4	Additional thickness pavement removal not indicated on pavement borings provided to contractor (south half of street)
4	Three additional water services, 5 additional water valves and additional valve replacement for defective existing water valve
3	Additional sand backfill for additional thickness pavement removed (south half of street)
3.5	Added storm sewer structure and reconfigured layout to accommodate existing buried utility conflicts
1.5	Remove up to three layers of existing sidewalk (south half)
1	Added sanitary sewer replacement at Hall Street after excavating poor condition existing clay sewer
2	Extend the project limits on Wadsworth Street 75' to accommodate existing poor condition infrastructure
1	Graded and paved alley off of Maple Street
1	Additional utility work for AT & T underground conduits and vaults
0.5	Remove and replacement of driveway due to incorrect grades
1.5	Removal and replacement of colored (red) and stamped portion of crosswalk and replace with plain concrete to match other streetscape color themes
2	Conflicts with unmarked underground utilities
1	Removal of slabwood/sawdust for signal foundation
0.5	Delay for defective watermain valve operation
0.5	Modifications to storm system connections

We will continue to monitor the contractor's work and progress. We expect paving of the top layer of asphalt on August 10-12. Installation of lights, banner poles, bollards and street furniture is scheduled when those products are received by the contractor later in August and September. Additional days for extension of time are anticipated and we will assess future requests on the merits of work/events not within the control of the contractor.

We also are requesting consideration of a confirming change order to modify the contract unit prices for light pole bases that were found to be in conflict with existing underground utilities and provide for the purchase of pre-cast light pole bases which could no longer be used. Upon staking the light pole foundations on the north side of the street between Oak Street and Hall Street we found that the light pole base locations were in conflict with the existing 27- 4" duct bank of AT & T. The light pole bases are either 18" diameter or 24" diameter concrete with bury depths of 4 feet to 6 feet. The conduit bank is 3 feet to 4 feet wide and 4 feet to six feet deep with 2 feet to 4 feet of cover. The existing conduit bank is much larger than we anticipated during the design of the project.

We looked at the available options including:

- Moving the light pole bases to avoid the conflict is not an option because of the duct bank width and required bury depth.
- Moving the light pole bases and reducing the street width by 2 feet is not an option because of the duct bank width and required bury depth.
- Moving the duct bank is not an option due to the expense and possible delay.
- Eliminating the light pole bases is not an option.
- Eliminating parking and moving the light pole bases is not an option due to the reduction in parking already part of the plan and reliance on parking in this block by adjacent businesses.
- Modifying the pole base foundation to bridge over the duct bank. This option was selected as the most suitable option as it allows the design locations for the streetscape items to remain as planned.

The selected option was priced by the contractor and the work was completed last Friday, July 24 and Saturday, July 25. Thus we are requesting a change order to be authorized to increase the unit cost for the 4 required Type A Light Pole Foundation Bases from \$1,373.80 to \$2,975.50 and an increase in the unit cost for the 10 required Type B Light Pole Foundation Bases from \$1,062.92 to \$2,497.00. This amounts to a \$20,747.60 cost increase which will be paid for using available project funds. Furthermore, we are requesting a change order to add purchase of the 14 required pre-cast foundations at a cost of \$553.86 for a cost of \$7,754.04. We will incorporate these foundations in the future West Front Street Bridge Replacement Project. For the purchase of the foundations we will use funds for the planned bridge project.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: NOVEMBER 3, 2015 BALLOT PROPOSAL – CONSERVATION
EASEMENT ON PARKLAND

Attached is a memo from City Attorney Lauren Tribble-Laucht recommending the City Commission adopt a resolution which would place a ballot proposal on the November 3, 2015, ballot. The following are key points associated with the proposal:

- It would ask voters for approval to place a conservation easement on approximately 3.61 acres of City parkland at the Grand Traverse Commons (see attached map)
- The conservation easement would require, in perpetuity, that the 3.61 acres parkland remain undeveloped and natural in perpetuity
- When the City constructed Silver Drive, wetlands were affected and the 3.61 acres that would be protected under the conservation easement would serve to offset the prior wetland impacts due to the construction of Silver Drive and the non-motorized pathway by providing ecological benefits

City Attorney Lauren Tribble-Laucht and City Engineer Timothy Lodge will provide a brief public presentation regarding this proposal Monday evening. I recommend the following motion:

that the Resolution Approving Ballot Language Authorizing a Conservation Easement on Parkland Adjacent to Silver Drive, Which Requires the Parkland Remain Natural and Undeveloped, which would schedule the proposal to be placed before the City electorate on November 3, 2015, be adopted.

MC/bcm

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copy: Timothy Lodge, City Engineer
Dave Green, Director of Public Services

Memorandum

The City of Traverse City



TO: City Commission

FROM: Lauren Tribble-Laucht, City Attorney *LJL*

CC: Marty Colburn, City Manager

DATE: July 28, 2015

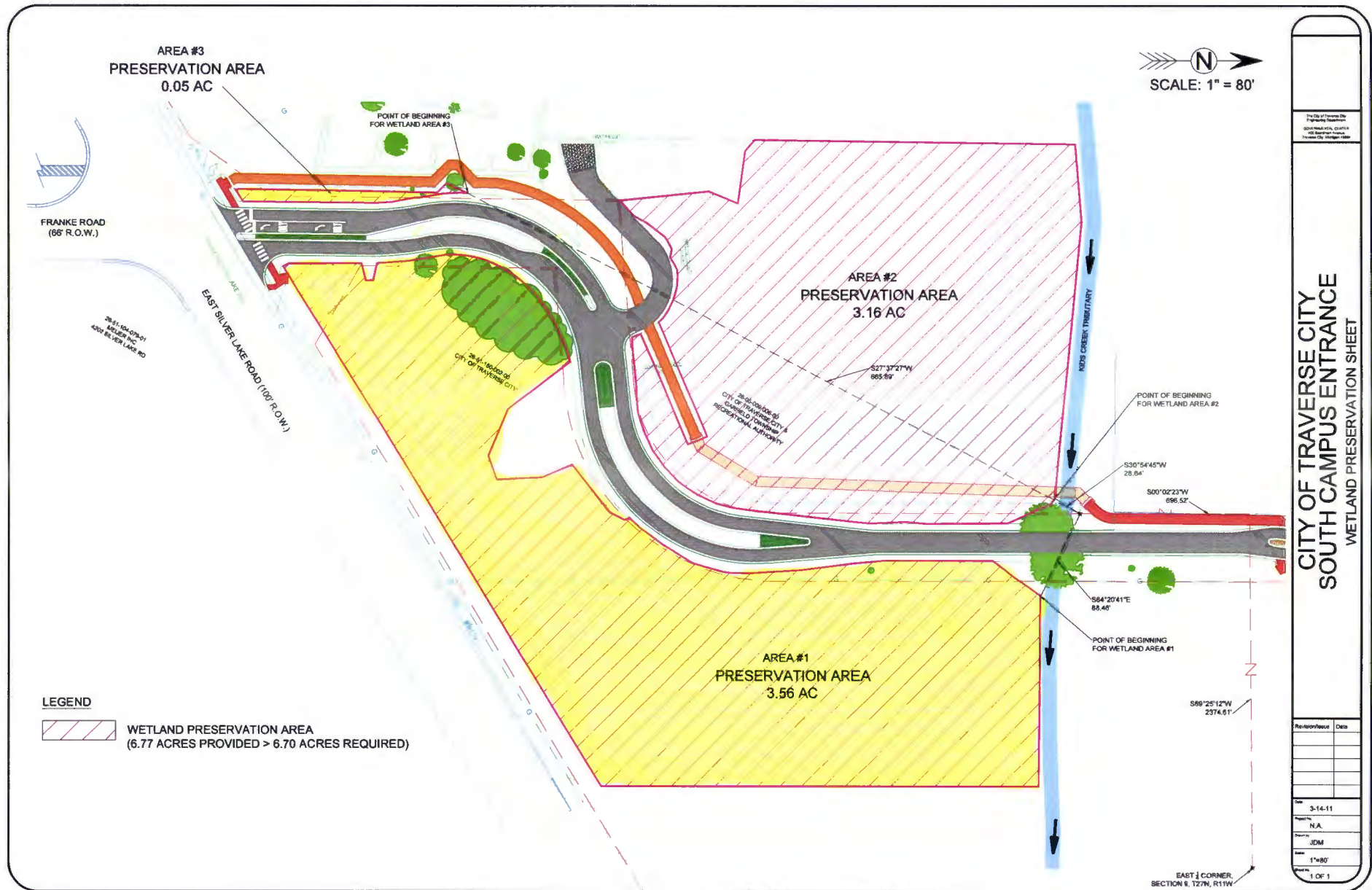
SUBJECT: Conservation Easement on City Parkland

In the early 1990s the City purchased certain property in the general vicinity of the Commons and the Barns from the State of Michigan. The 1993 Memorandum of Understanding between the State of Michigan and the City included requirements for a street connection between the Grand Traverse Commons area and Silver Lake Road. In other words, as part of the property purchase, the City promised and was required to build a street on the property (Silver Drive). In 2009 the City conducted a wetland assessment, which identified portions of the required street connection that were protected under state wetland protection regulations. In 2011 the City constructed Silver Drive (also known as the "Franke Road Extension") in order to fulfill its commitment to the State for the street connection between the Commons and Silver Lake Road.

Because Silver Drive crossed a tributary of Kids Creek and the wetland areas identified previously, the City was required to obtain a DEQ permit to construct the road. MDEQ issued Permit No. 11-28-0004-P on April 11, 2011 to allow the City to build Silver Drive and a non-motorized trail extending from the intersection of Silver Lake Road and Franke Road to 11th Street. Construction of Silver Drive and the non-motorized trail was completed in 2012. A condition of the DEQ permit requires the City to perform wetland mitigation and preservation on the mitigation areas (approximately 7 acres), which are identified on the attached map (**Attachment A**). Part of the mitigation area is owned by the Recreational Authority (identified as Area #2 on Attachment A). The City has been performing mitigation activities in accordance with the Mitigation Plan submitted to and approved by the DEQ through a consultant who was engaged by the City for that purpose.

An additional condition of the Permit requires the City to place a conservation easement on all mitigation areas. A conservation easement is a property interest conveyed to the State of Michigan for the purpose of insuring protection of wetlands on the property and requiring the City to maintain the property in its natural and undeveloped condition forever. A conservation easement would prevent the City from developing the property in any way. Because the property where the wetland mitigation areas are located is city parkland, it is not possible for the City to grant this property interest (conservation easement) without first submitting the question to a vote of the electors subject to Charter Section 128 for approval. Therefore I recommend the City request permission of the electors at the upcoming election in November to grant a

conservation easement interest to the State of Michigan on the property identified on Attachment A. This action, if approved by the voters, would require the property to be maintained in its natural and undeveloped state in perpetuity and would prevent the City from developing the property. In other words it would be an additional protection for the parkland, requiring it to be maintained as natural parkland in perpetuity. If the Commission does not wish to place the issue before the voters, or if the ballot proposal were to fail, Staff has been working to identify alternative locations for wetland mitigation and placement of a conservation easement that would satisfy the State's requirements. However an alternative location would necessitate additional costs because the mitigation requirements that have been initiated already would need to start anew at the alternative location. The City's consultant for the wetland mitigation on the site recently reported that the mitigation work to date has been successful. I recommend the Commission adopt the attached resolution to place the question before the voters at the November election. As always, if there are questions, please contact me. Thank you.



Attachment A



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: CITY COMMISSION GOALS AND OBJECTIVES

When I started with the City of Traverse City, I was asked to work with the City Commission regarding further development of City Commission goals and objectives.

On Monday evening, we can discuss briefly the process for development of City Commission goals and objectives.

I propose Monday, August 24, at 7 p.m. to hold the actual discussion.

MC/bcm

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The City of Traverse City

Communication to the City Commission

FOR THE SPECIAL CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: CLOSED SESSION – *WATERSHED CENTER et al v. TRAVERSE CITY BOARD OF ZONING APPEALS*

If the City Commission would like to discuss the attorney-client privileged communication recently sent by City Attorney Laurent Tribble-Laucht, I recommend entering into closed session immediately following the public comment portion of the agenda.

I recommend the following motion – 5 affirmative votes with a roll call vote is required:

that the City Commission enter into closed session to discuss an Attorney-Client Privileged communication in connection with Case No. 2015-030938AA regarding Watershed Center et al v. Traverse City Board of Zoning Appeals, as authorized by MCL 15.268 (h).

MC/kes

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF AUGUST 3, 2015

DATE: JULY 30, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: BOARD OF ZONING APPEALS – UNEXPIRED TERM

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding one unexpired regular term on the Board of Zoning Appeals. As mentioned by Ms. Stroven, Jennifer Jones is no longer eligible to serve on this board due to residency.

This is a City Commission appointment. If the Commission desires, an alternate member may be appointed as a regular member to ensure a full board; Bradley Matson has indicated his interest to serve as a regular member.

The following are sample motions:

- 1- to appoint an alternate member as a regular member and establish an ad hoc interview committee

that Alternate Member Bradley Matson be appointed as a Regular Member to one unexpired three-year term (seat previously held by Jennifer Jones), expiring June 30, 2017, on the Board of Zoning Appeals and that an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term expiring June 30, 2018, on the Board of Zoning Appeals as an Alternate Member; and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

- Additional motion on the next page -

2- to establish an ad hoc committee

that an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term as a (seat previously held by Jennifer Jones) expiring June 30, 2017, on the Board of Zoning Appeals as a Regular Member; and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kes

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copy: David Weston, Zoning Administrator

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Katelyn Stroven, Deputy City Clerk *KS*

DATE: Thursday, July 30, 2015

SUBJECT: Board of Zoning Appeals – Unexpired Term

Jennifer Jones is no longer eligible to serve on the Board of Zoning Appeals due to residency. Therefore, there is one unexpired regular term on the board, expiring June 30, 2017.

Appointments to the Board of Zoning Appeals are made by the City Commission.

If the City Commission desires, an existing alternate member may be appointed as a regular member to ensure a full board. Current alternate members are Bradley Matson and James Wegener. I have contacted both alternate members and Mr. Wegener would like to continue serving as an alternate member and is not interested in a regular member position; Mr. Matson is interested however. The City Commission would then need to appoint someone to the Board of Zoning Appeals as an alternate member.

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and Twitter page. As a result, we have no applications on file for this position. If the City Commission desires, additional advertising can be done.

If you have any questions, please do not hesitate to contact me.

Thank you!

Board of Zoning Appeals

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jeff Cockfield (Chairperson) 1621 Comanche St, TC, 49686 218-4986 (Cell)	12/16/02	06/30/16
Kathryn Henning-Callison 421 E. State St, Apt. 6, TC, 49686 409-5252 (Cell) khalbert.tc@gmail.com	06/20/11 (Eff. 06/30/11)	06/30/17
Jennifer Jones 215 E. 11th St, TC, 49684 631-4348 (Res) 922-5651 (Bus) jennifer.jones@huntington.com	11/01/10 (10/19/09 as an alternate member)	06/30/17 06/30/17
- No Longer Eligible to Serve on this Board		
Douglas Donaldson 326 W. Seventh St, TC, 49684 929-9617 (Res) 256-9872 (Bus) ddonaldsonlaw@gmail.com	10/01/12 (02/19/08 as an alternate member)	06/30/17
Christopher Carol 917 Walnut St, TC, 49686 810-845-2359 (Cell) clawrencecarol@gmail.com	05/04/15 (Eff. 6/30/15)	06/30/18
Margaret Szajner 647 W. Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) keendanlex@gmail.com	01/03/11	06/30/18
Quinn Raftery 515 Monroe St, TC, 49684 649-7998 (Cell) quinnraftery@gmail.com	06/17/13 (Eff. 06/30/13)	06/30/16
Matt Hanley 515 W. 9th St, TC, 49684 218-3346 (Res) 929-0500 (Bus) mhanley@ddc-law.com	03/17/14 (08/05/13 as an alternate member)	06/30/18
Jody Bergman (Planning Commission Rep)	01/07/14	06/30/16

110 Boughey St, TC, 49684
947-6464 (Res)
jbergman@comstockconstruction.com

Brad Matson (Alternate Member)	04/21/14	06/30/18
415 E. Front St, TC, 49686		
342-8389 (Cell)		
bcmatson@gmail.com		

- *Interested in becoming a Regular Member*

James Wegener (Alternate Member)	08/20/12	06/30/18
837 Rose St, TC, 49686		
947-5111 (Res)		

Dave Weston (Zoning Administrator) - staff

This board consists of **9 members** - **at least one member shall also be member of the City Planning Commission**. **Appointments are made by City Commission**. The City Commission shall appoint 2 alternate members for 3-yr terms.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City**.

(Policy on Appointments and Committees)

Any vacancy on the Board of Zoning Appeals must be filled within one month. (Effective July 1, 2006. 2006 PA 110, Section 601(9)).

All appointments are **3-year terms** expiring 6/30.

Creation provided for under 1921 PA 207 as amended MCL 125.585 et seq and TC Code §1254.

Purpose: "To hear and decide appeals where it is alleged by the applicant that there is an error in any order, requirement, etc. made by the Building Official, Zoning Administrator, etc. in administering or enforcing the provision of Ordinance." "To interpret provisions of Ordinance." "To authorize variances and exceptions."

This Board also serves as the body which hears appeals made under the City's Rental Housing Code and State Housing Law (assumed the responsibilities of the Rental Housing Board of Appeals). Ordinance amendment 599, enacted April 21, 2003.

Meets the Second Tuesday of the month at 7:00 pm.

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, APRIL 07, 2015

7:30 P.M.

Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Linda Koebert, Tim Werner, Chairperson John Serratelli, Bill Twietmeyer and Jan Warren

ABSENT: None.

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. CALL MEETING TO ORDER- Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. ROLL CALL

3. ANNOUNCEMENTS

Mr. Soyring announced that on May 11, 2015, the City Commission will hold a Study Session focusing on Redevelopment Ready Communities. Members of the Planning Commission, Joint Planning Commission, Board of Zoning Appeals and Downtown Development Authority will be asked to attend.

4. APPROVAL OF MINUTES

March 3, 2015 Regular Meeting and March 17, 2015 Study Session.

Motion by Commissioner Easterday, second by Commissioner Twietmeyer, to approve the minutes of March 3, 2015 Regular Meeting and March 17, 2015 Study Session as amended. Motion carried 9-0.

5. OLD BUSINESS

A. Capital Improvement Plan 2015-2021. Public Hearing.

Mr. Soyring introduced the Capital Improvement Plan.

Commission discussion included moving the 8th Street- Lake Street to Woodmere (Project ID # 882) up a year. Consensus was to move part of the project up by one fiscal year. The project will begin in FY 17/18 and be completed in FY 18/19.

Commission discussion and consensus included moving the Boardman Lake Trail-West (14th to S. Airport) (Project ID # 570) from a Visionary Project to a Capital Project in FY 16/17.

Commission discussion and consensus included moving Natural Features Inventory (Project ID # 785) from FY 17/18 to FY 15/16.

Commission discussion and consensus included adding additional elements as listed in the Bayfront Plan 2010 document for the Con Foster Commons (Project ID # 874) project to the project description.

Commission discussion included planning and implementing park improvements from a holistic city-wide approach.

Motion by Commissioner Twietmeyer, second by Commissioner Koebert, that the 2015-2021 Capital Improvement Plan as amended by the Planning Commission be adopted and that the action be communicated to the City Commission.

A Public Hearing was opened. There was no public comment. The Public Hearing was closed.

Motion carried 9-0.

B. Site Plan Review – Major Amendment 124 West Front Street

Mr. Soyring explained his April 2, 2015 memo to the Commission.

Keith Owen, of Owen Architects Collaborative, LLC, addressed the Commission.

Mr. Lodge addressed the Commission and answered questions.

Motion by Commissioner Warren, second by Commissioner Dow, that the request from W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for major change to Site Plan Review 14-SPR-01 at the property commonly known as 124 W. Front Street be approved as submitted.

Motion carried 9-0.

6. NEW BUSINESS

- A. Planning Commission Representative on the Public Arts Commission. Action Requested.**

Commission discussion.

Motion by Vice-Chairperson Bergman, second by Commissioner Twietmeyer, that Commissioner Warren serve on the Public Arts Commission as the City Planning Commission Representative.

Motion carried 9-0.

- B. Planning Commission Representatives on a Staff led Public Engagement Plan. Action Requested.**

Mr. Soyring explained that creating a Public Participation Plan is a best-practice as recommended by the Redevelopment Ready Community program.

Commissioners Dow, Koebert and Fleshman expressed interest in serving on the staff led committee.

7. CORRESPONDENCE- None.

8. REPORTS

- A. City Commission - Commissioners Easterday reported**
- B. Board of Zoning Appeals - Commissioner Bergman reported**
- C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported**
- D. Planning Commission**
 - 1. Housing Building Committee— No report**
 - 2. Active Transportation Committee—No report**
 - 3. Master Plan Review Committee—No report**
 - 4. Parking Regulation Committee- Commissioner Serratelli reported**
- E. Planning Department—Mr. Soyring- No report**
 - 1. Capital Improvement Plan- Previously discussed.**
 - 2. Division Street Planning and Environmental Linkages (PEL) Project- Commissioner Serratelli reported**

9. PUBLIC COMMENT

- John Nelson, 4022 Incochee Crest Commons, Garfield Township, made comments regarding the loss of trees in The Moorings development and the lack of tree protection guidelines in City ordinances.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 9:16 p.m.

Respectfully submitted,

Date: JULY 7, 2015

Jan Warren ps
Jan Warren, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Study Session

TUESDAY, April 27, 2015

7:30 P.M.

Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Linda Koebert, Tim Werner, Bill Twietmeyer and Janice Warren

ABSENT: Chairperson John Serratelli

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. CALL MEETING TO ORDER

Vice-Chairperson Bergman called the meeting to order at 7:30 p.m.

2. ROLL CALL

3. ANNOUNCEMENTS

Commissioner Warren announced an upcoming meeting of the League of Women Voters that will focus on water pollution.

4. VEGETATED ROOFS (GREEN ROOFS) (DISCUSSION)

Mr. Soyring introduced the topic and how it is related to the City of Traverse City Master Plan and specifically the Natural Resources Element.

Nathan Griswold presented to the Commission.

Commission discussion.

Commission consensus was that staff would do research related to possibly allowing incentives for developers for installing features that provide a community benefit such as vegetated roofs, community spaces, trees, etc. and bring recommendations back to the Commission.

5. REVIEW OF BUILDING HEIGHTS (DISCUSSION)

Mr. Soyering summarized his April 16, 2015 memo to the Commission regarding building heights.

Bob Cornwell addressed the commission.

Commission discussion.

Mike Wills addressed the commission.

Commission discussion.

6. PUBLIC COMMENT- None.

7. ADJOURNMENT

Vice Chairperson Bergman adjourned the meeting at 9:06 pm

Respectfully submitted,

Date: July 7, 2015

Jan Warren ps
Jan Warren, Secretary

**MINUTES
TRAVERSE CITY PLANNING COMMISSION
Study Session**

TUESDAY, May 19, 2015

7:30 P.M.

Training Room

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Linda Koebert, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren and Tim Werner

ABSENT:

STAFF PRESENT: Russ Soyryng, Planning Director; Missy Luick, Planning and Engineering Assistant

1. CALL MEETING TO ORDER

Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. ROLL CALL

3. ANNOUNCEMENTS

Mr. Soyryng announced that on June 8 at 7:00 p.m., the City Commission will discuss the priorities of the Boardman Lake Brownfield Plan including Boardman Lake Avenue, Boardman Lake Trail and the railroad wye at their study session meeting.

Mrs. Luick announced that the recent ordinance codification included updates to four sections of the zoning code. Updated sections were distributed and should be removed and replaced in full in Commissioners zoning code binders.

4. TEXT AMENDMENT REQUEST TO ADD FUNERAL HOME AND CREMATORY AS USES IN THE INDUSTRIAL DISTRICT - (DISCUSSION)

Mr. Soyryng introduced the topic.

Vaughn Seavolt addressed the Commission.

Rick Korndorfer addressed the Commission.

Commission discussion.

Commission consensus was to discuss possible text amendment options at a future meeting to allow for funeral homes and crematories in the Industrial District.

Commission discussion included a desire to discuss the Industrial District uses allowed at a future study session.

5. SPECIAL LAND USE PERMIT REQUEST FOR A TALLER BUILDING AT 305 W. FRONT STREET (DISCUSSION)

Mr. Soyering introduced the topic and explained that buildings up to 60 feet are allowed by right, and buildings up to 100 feet tall are allowed by Special Land Use Permit.

Doug Mansfield addressed the Commission.

Craig Patterson addressed the Commission.

Commission discussion.

The following individuals made public comment on the topic:

- Betsy Zerip, 150 Pine Street, made comments in opposition
- Ellen Boardman, 150 Pine Street, made comments in opposition
- Pricilla Townsend, 150 Pine Street, made comments in opposition
- Lee Delancey, 150 Pine Street, made comments in opposition
- John Nelson, 4022 Incochee Crest Commons, made general comments
- Tony Lentych, city resident and Traverse City Housing Commission executive director, made general comments
- Elizabeth Osborne, 150 Pine Street, made comments in opposition
- Amber Jockman, 150 Pine Street, made comments in opposition
- Paul Trameney, city resident, made general comments
- David Wagstaff, 150 Pine Street, made comments in opposition
- Carly Jankowski, 150 Pine Street, made comments in opposition
- Jeffrey Turner, 150 Pine Street, made comments in opposition
- Deb Shire, 150 Pine Street, made comments in opposition
- Rob Bacigalupi, city resident and DDA executive director, made general comments

Commission discussion.

6. 2016-17 STREET PROJECTS (DISCUSSION)

Mr. Soyering explained that for the 2016-17 fiscal year, there is \$600,000 allocated for street reconstruction. A portion of 7th Street and 11th Street have been identified in Mr. Soyering's May 14, 2015 memo for reconstruction.

Commission discussion included engaging both schools (TCAPS and GTACS) in street reconstruction/improvement discussions. Discussion also included emphasizing crosswalks near the schools.

For the 7th Street discussion, consider expanding the mailing notification if one-way to two-way conversations are to take place.

7. REQUEST FROM SHANNON WALTERS TO POSSIBLY REZONE PROPERTIES ON GARFIELD AVENUE FROM C-1 TO C-3 PER THE ZONING ELEMENT (DISCUSSION)

Mr. Soyring introduced the request and explained that the Zoning Element (on page 10) recommends that the C-1 District on Garfield Avenue be rezoned to C-3 District.

Shannon Walters addressed the Commission.

Commission discussion.

The topic will be discussed further at the June Planning Commission Study Session.

8. PUBLIC COMMENT- None.

9. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 9:52 pm

Respectfully submitted,

Date:

July 7, 2015

Jan Warren *RA*

Jan Warren, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Study Session

TUESDAY, June 16, 2015
7:30 P.M.
Training Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Janet Fleshman, Linda Koebert, Chairperson John Serratelli, and Commissioner Tim Werner

ABSENT: Commissioners Michael Dow, Jeanine Easterday, Bill Twietmeyer, and Janice Warren

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. CALL MEETING TO ORDER

Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. ROLL CALL

3. ANNOUNCEMENTS

Mr. Soyring announced that on June 24 at 7:00 p.m. at the Inside Out Gallery, the City and Michigan Economic Development Corporation will be hosting a meeting to discuss redevelopment opportunities on Hall Street. Property owners in the vicinity have been invited to attend and the general public is welcome as well.

4. TEXT AMENDMENT REQUEST TO ADD FUNERAL HOME AND CREMATORY AS USES IN THE INDUSTRIAL DISTRICT (DISCUSSION)

Mr. Soyring explained his June 11, 2015 memo to the Commission. Staff is recommending that funeral homes be allowed by right in the Industrial District. Staff is further recommending that crematories be allowed by right (with conditions) in the Industrial District.

Vaughn Seavolt addressed the Commission.

Commission discussion.

Commission consensus was to proceed with Staff's recommendation, but with an expanded definition of crematory include pets or "companion animals" (not livestock).

Staff will proceed with a text amendment for introduction at our July 7, 2015 meeting.

5. REQUEST TO REZONE A SEGMENT OF GARFIELD AVENUE (DISCUSSION)

Chairperson Serratelli read the recommendation in the Zoning Element pursuant to this request. The Zoning Element states as a long term recommendation, "Garfield Avenue is a corridor of significance and should be developed as an overlay district or in conjunction with any future corridor studies. Unless an overlay district or future corridor study states differently, the C-1 District along Garfield Avenue should be rezoned to C-3 District." The Zoning Element goes on to read, "Regulations that reduce intensity levels at the boundaries of Conventional or Traditional neighborhoods should be developed (i.e. larger setback, limited hours of operation)."

Mr. Soyering stated that the Master Plan calls for a TC-4 neighborhood in this area which would support a C-3 zoning. The Corridors Master Plan identifies the area as "office/residentially scaled buildings".

Staff is recommending that the C-1 (Office Service) zoning remain in this area until a form-based code overlay zone is developed for the corridor and/or there are more complete intensity standards developed within the zoning Code to ensure more intensive uses can be accommodated without negatively impacting the nearby residential neighborhoods.

Commission discussion.

Shannon Walters addressed the Commission.

Commission consensus was to agree with the Staff recommendation to leave the C-1 zoning in place; however, they wish to re-evaluate in several months if the City isn't moving forward with a form based code.

6. PUBLIC COMMENT

- Doug Mansfield, Mansfield Land Use Consultants, 830 Cottageview Drive, made public comment regarding a conditional rezoning request on Aero Park Court. He distributed the request materials to the Commission.

Commission discussion.

The topic will be on the next regular meeting of the Planning Commission, July 7, 2015.

- Jane Fotchman, 1908 Seneca Street, city resident, made general comments regarding the proposed 305 W. Front Street project

PLANNING COMMISSION
MEETING MINUTES
JUNE 16, 2015
Page 3

7. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 8:23 pm

Respectfully submitted,

Date: JUN 17, 2015

Jan Warren ras
Jan Warren, Secretary

**MINUTES
TRAVERSE CITY HUMAN RIGHTS COMMISSION
REGULAR MEETING
MONDAY, JUNE 8, 2015
5:30 P.M.
County Committee Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684**

PRESENT: Commissioners Gardner, Hornberger, Johnson, McClellan, Mentzer,
Nash, Nerone, Nugent, and Stinnet
STAFF PRESENT: Jamie Caroffino

1. APPROVAL OF THE MINUTES OF THE MAY 11, 2015 REGULAR MEETING

Motion by Commissioner Gardner, second by Commissioner Mentzer to approve the May 11, 2015 meeting minutes. Upon vote, motion carried 9-0.

2. PUBLIC COMMENT

None.

3. OLD BUSINESS

a. Traverse City Homeless Population

Motion by Commissioner Nugent, second by Commissioner Johnson that the Resolution Recognizing of Rights for Homeless Persons be adopted with an amendment in the second paragraph to change the word "sale" to the word "use", with Chairperson Hornberger to sign and forward to the Traverse City Manager. Upon vote, motion carried 9-0.

b. Discussion regarding the Fall Educational Forum

Incoming Commissioner Susan Odgers introduced herself and highlighted some of the projects that she has been working on, such as participating in a writing workshop each week, participating in community gardens and taking affordable cooking classes.

Commissioner Johnson, chairperson of the sub-committee, informed the commission that the selected topic is Adolescent Homelessness in the City of Traverse City. This would be a forum-style event, which could include the Student Senate from local schools. Commissioner Stinnet and Commissioner McClellan discussed speaking with various potential speakers for the forum. The goal would be to get three speakers, and will need the speaker's biographies and experience. An educational/awareness meeting will be held in November 2015. The sub-committee will met before the next regular meeting. It was noted that an information table could be used, and potential venues are the Scholar's Hall at NMC or the Garfield Township Hall.

Discussion.

4. NEW BUSINESS

None.

5. COMMISSIONER COMMENTS

- a. Commissioner Mentzer – Announced that he and his wife are first time Grandparents to a baby boy, Jack..
- b. Commissioner Hornberger– Discussed the attached two articles in the packet (25 year plaque and Sara Hardy Award) for informational purposes.
- c. Commissioner Gardner – Thanked the Commission for the past six years.

6. ADJOURNMENT

The meeting adjourned at 6:13 p.m.

Jamie Caroffino, Secretary

Date